

Per Indiana Code 16-37-1-10 & 11, 11.5C

Requirements for birth & death certificates

ID required To Get a Certificate:	Who's Eligible to Obtain a Birth Certificate:
<p>One form of Primary Documentation All documents MUST be current and valid</p> <ul style="list-style-type: none"> • Government Issued Driver's License, Military I.D., State I.D. card, Valid Passport • Department of Correction I.D. (issued within past 6 months) • School I.D. (must be currently enrolled) • Work I.D. (must be currently employed) • Veterans I.D. • Green Mexico Consular I.D. 	<ul style="list-style-type: none"> • The individual named on record over 18 • Parents of individual named on certificate (must be listed on record) • Grandparents (must be parent of a parent on the record & show proof of relationship) • Sibling over 18 of individual named on certificate (must show proof of relationship) • Child or Grandchild over 18 of individual named on certificate (must show proof of relationship) • Current Spouse of individual named on certificate (must show proof of marriage) • Aunt or Uncle of individual named on certificate (must show proof of relationship) • Court Appointed Legal Guardian (must have I.D. and provide guardianship papers with seal) • Attorney representing person named on record (must have I.D. for self with direct interest spelled out on letter head or court documents) • State and Federal Agencies (must have work I.D. with direct interest spelled out on letter head, court documents or signed authorization from client) • Social Agency (must have work I.D. with court documents or signed authorization from client) • Step-parent (must have I.D. with valid marriage certificate or signed authorization from legal parent with identification)
<p>If you do not have a primary documentation, <u>Two forms of Secondary Documentation</u> are required</p> <ul style="list-style-type: none"> • Verification of Employment on letter head including date of employment, employee address and managers name and signature • Copy of original signed employment application (must still be employed) • Major Credit Card with signature (not ATM or Bank cards) • Voter Registration with signature • Current Vehicle Registration with signature (no titles) • Previous year's tax return (1040) with signature and social security number • Probation documents or statement from Probation Officer on letterhead, including person's name and date of birth • Signed Mortgage or Home Rental agreements • Indiana only Gun permit with signature • Signed Social Security card • Military Discharge (DD-214) • Indiana only Professional License 	<p>Who's Eligible to Obtain a Death Certificate: Must provide I.D. and possible proof of direct interest.</p> <ul style="list-style-type: none"> • Parents • Spouse • Adult Children • Grandparents • Siblings • Aunts/Uncles • Niece/Nephew • Direct Descendent • Funeral Home/Director (Must have handle the body) • Other Family Members: Cousins
<p>Amish Only (must provide 2 items)</p> <ul style="list-style-type: none"> • Non-Photo I.D. • Baptismal Certificate • Marriage Certificate • Social Security Card • School Records 	

Benton County Health Department
706 E. 5th Street, Suite 12
Fowler, Indiana 4794
(765) 884-1728 (765) 884-2072 Fax

Death Records Begin with Year 1882

A fee of \$7.00 is required for each certified certificate issued. If a certificate is to be mailed, please furnish a self-addressed, stamped envelope. This form must be completed and returned with the appropriate fee for the amount of certificates requested. Also 2 forms of Identification are required (i.e. photocopy of driver's license, work ID card, passport, school or job ID card, court order or military ID) to this office before the certificate(s) can be issued.

For Office Use Only:	Local File No. _____	State File No. _____		
Locator Number _____				
Money Receipt # _____	Date _____	Certificate # _____	Quantity _____	

APPLICATION FOR CERTIFIED CERTIFICATE OF DEATH

Name of Deceased _____

Date of Death _____ Was this a Stillbirth? _____

Place of Death (City) _____ (County) _____

Date of Birth of Deceased _____

Father's Name _____

Mother's Maiden Name _____

Signature of Applicant _____

Address _____ Phone Number _____

Relationship to Person Named on Record _____

Purpose for Requesting this Certificate _____

Number of Copies Requested _____ Amount Enclosed _____

Warning: False application, altering, mutilating, or counterfeiting Indiana Death
Certificates is a criminal offense under I.C. 16-1-19-6

As of January 1, 2012 All Death Certificates Will Be Digitally Managed

Revised 9/18/2013